



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

PROGRAM TECHNICIAN III

\$2,854 - \$3,470

ENFORCEMENT BRANCH HEADQUARTERS – FRAUD DIVISION SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Staff Services Manager I, or their designee, the incumbent is responsible for the receipt, review and processing of referrals of suspected insurance fraud. Independently performs a variety of critical functions, including preparation of statistical reports and processing submitted referrals of suspected insurance fraud into a secured law enforcement database (FIDB). Process reporting party registration for the Electronic Fraud Referral System (eFD1) and provide trouble-shooting and technical assistance to reporting parties for both the eFD1 and non-electronic referral process. Provides training on the intake process to internal staff. Assists Fraud Division, Legal Counsel and executive management with subpoena database searches. Answers incoming telephone inquiries from the public, other state agencies, insurance carriers, law enforcement agencies, and others, as they relate to the submission of referrals of suspected insurance fraud. May occasionally travel in state. ***Background check and fingerprinting required. Free Parking! Close to Light Rail!***

DESIRABLE QUALIFICATIONS:

- Excellent public relation and communication skills;
- Excellent written and verbal communication skills;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel, and Access;
- Accurate typing and records management skills;
- Good attendance;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence in performing assigned tasks; and
- Ability to maintain a courteous and professional demeanor at all times.

WHO MAY APPLY: Applications will be accepted from current State employees at the Program Technician III level, those within transfer range or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.

All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Bureau, 300 Capitol Mall, Sacramento, CA 95814. **PLEASE INDICATE “PROGRAM TECHNICIAN III - INTAKE, PSN #413-176-9929-001” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: MAY 21, 2007 or UNTIL FILLED

NOTE: Applications from interested individuals must be received in Human Resources in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

5/10/07 OT